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*Information Please*

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Assistant Dean of Women*



# *Information Please*

*A Handbook for Women Students*

*published by*

*The Associated Women Students*

*University of Maryland  
College Park, Maryland  
1964-1965*

## A W S EXECUTIVE COUNCIL

President	Jan Browning
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Second Vice-president	Matty Messeloff
Secretary	Sue Fraley
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Senior Class Representative	Sally Reed
Junior Class Representative	Tay Kincaid
Sophomore Class Representative	Shelah Rappoport
Freshman Class Representative	To be elected in fall
Mortar Board President	Karen Dorn
W R A President	Jean DeGaston
Panhellenic President	Helen Hyre
U C A Representative	Caren Harnest
Judicial Board Chairman	Sue Odgers
Coordinator of Academic Boards	Iris Esau

## A W S COMMITTEE CHAIRMEN

Constitution	Jean Buckingham
Cultural	Carol Lee Foley
Elections	Sorority—Phyllis Laborwit Dormitory—Frances Dunkle
I A W S Liaison	Sharon Goldstein
Information Please	Donna Skoglund
Installation Banquet	Marilyn Salsbury
Publicity	Art—Connie Sandburg <b>Diamondback</b> —Beverly Colona Newsletter—Barbara Loveless
Social and Activities	Janet Brown
Dormitory Big Sister Program	Dotty Pritchett
Day Dodger Big Sister Program	Karen Tulin
AWS Reception for Head Residents	Pat Edwards
Orphans' Party	Elizabeth Jiles
Bridal Fair	Joan Weaver
Leadership Workshop	Betty Dunn - Mattye Messeloff
Christmas Program	To be appointed
Campus Chest Liaison	To be appointed
Historian	To be appointed

# *Welcome*

It is my pleasure to welcome all of you to the University of Maryland and to membership in the Associated Women Students.

AWS is your organization; it is composed of all the women students attending the University, including dorm residents, commuters, and sorority women. AWS cannot exist without your continued interest and participation, and, in turn, it offers you a richer and more fulfilling college career. The AWS is primarily concerned with the maximum development of each individual woman student. Learning to get along with members of our individual group and other groups as well, assuming responsibility for self and others, as well as representing the women students intelligently, are some of the goals and concerns of your AWS organization.

AWS, through its varied programs, offers you a series of challenges in the fields of leadership and service. It is up to you, the women of the University, to accept these challenges.

Through AWS the women students' interests and opinions are expressed and formulated into policies. AWS is here for you, designed for you, and is at your service. Your AWS officers are available for your suggestions and consultation. On behalf of the AWS officers I would again like to welcome you to AWS, and to all the pleasures and challenges it offers you.

JAN BROWNING  
AWS President

**AWS Officers: Sue Fraley, Betty Dunn, Jan Browning,  
Mattye Messeloff, Betty Jo Mullen.**





# Welcome to Maryland



We of the Dean of Women's Office bid you welcome.

Your main purpose in entering the University is to acquire an education. A great part of this you will get in the classrooms and the Library, from professors, books, and from one another. It is also hoped that you will recognize and take advantage of the extra-curricular offerings of the University.

The Associated Women Students—popularly referred to as A.W.S.—is the student government organization to which all women belong and through which, cooperatively with the Dean of Women's Office, they establish the rules by which they live. They also strive to create a desirable social environment and through their activities encourage leadership qualities in women.

Though the University is large and as such may seem confusing at times, there are a great many people here—fellow students, faculty, administrators and staff—who are personally interested in your welfare and happiness and will be pleased to be of help if you will let them know your concerns.

When you arrive on campus you will be given much information to help you learn your way around our community. In addition, regulations applicable to all students are set forth in a booklet entitled **University General and Academic Regulations**. The catalog of the College in which you register will also set forth certain requirements with which you must become familiar.

Remember, this is now YOUR UNIVERSITY. If we in the Dean of Women's Office can in any way assist you in taking advantage of and enjoying all that is here for you, please give us the privilege of doing so.

HELEN E. CLARKE  
Dean of Women

**Miss Julia Billings** graduated from Wilson College as a Latin and French major. She later received her M.A. at Bryn Mawr College. Included in her experience is teaching at private schools and in college. Miss Billings is the advisor to AWS Executive Council, Diadem, Campus Chest Council and Alpha Lambda Delta. She is also Social Director and Coordinator of the Student Calendar of Events. Reading, sports, dancing, bridge, gardening and people are a part of her special interests.



Having graduated from Vassar College, **Miss Marian Johnson** taught French in a private school in Buffalo. She received her Master's Degree in Student Personnel Administration at Columbia University and came to the University of Maryland as Assistant Dean of Women in 1942. Serving a variety of functions, she is now particularly interested in individual personal problems of women students and in their vocational and educational goals. Especially concerned with commuter students, Miss Johnson has personal interviews with new women student commuters and advises the University Commuters Association.



**Miss Janyce E. Notopoulos** graduated from Carnegie Institute of Technology in Pittsburgh, Pa., where she received a B.S. in Psychology. Following her graduation, she attended Indiana University in Bloomington, Ind. After receiving her M.A. she came to the University of Maryland as Assistant Dean of Women. She now works with the Panhellenic groups and council, advises the women's judicial system, and engages in individual counseling and guidance. Among her interests are sports, particularly swimming and tennis, art, music and literature.



An English major, **Miss Joan McCall** received her B.A. from the state University of Iowa in 1955. After teaching high school English for three years in both Iowa and California, she studied Student Personnel Administration at Syracuse University. Here Miss McCall obtained her Master's degree in 1960. Before coming to Maryland, she was an Assistant Dean of Women at the University of Connecticut. Miss McCall is responsible for the women's residence halls and is advisor to the Dormitory Council. Among her interests are reading, concerts, plays, and bowling.



# AWS ... A PLACE FOR YOU

In high school, no doubt, you participated in many activities—from service organizations, publications and sports to governmental bodies, interest groups and social clubs. Now, a new student at the University of Maryland, you may feel lost and insignificant. You want to be a contributing member of the University community, but you wonder where to begin and how. The answer—AWS!

The Associated Women Students is a body composed of all women students. It functions throughout the year to promote self government in residences, academic excellence, and cultural events as well as many special activities such as Bridal Fair, the Big Sister Program, the Orphans' Party, and the Christmas Pageant.

THE ORGANIZATION OF AWS is based upon election and appointment. The officers are chosen in the spring by a vote of all women students after a week of spirited campaigning. Later, and also in the fall, interested students may apply for committees. When these positions are available, advertisements will appear in the AWS Newsletter as well as in the **Diamondback**. Application forms for committee chairmen and members are available in the Student Union, the Dean of Women's Office in the North Administration Building, and in your dormitory.

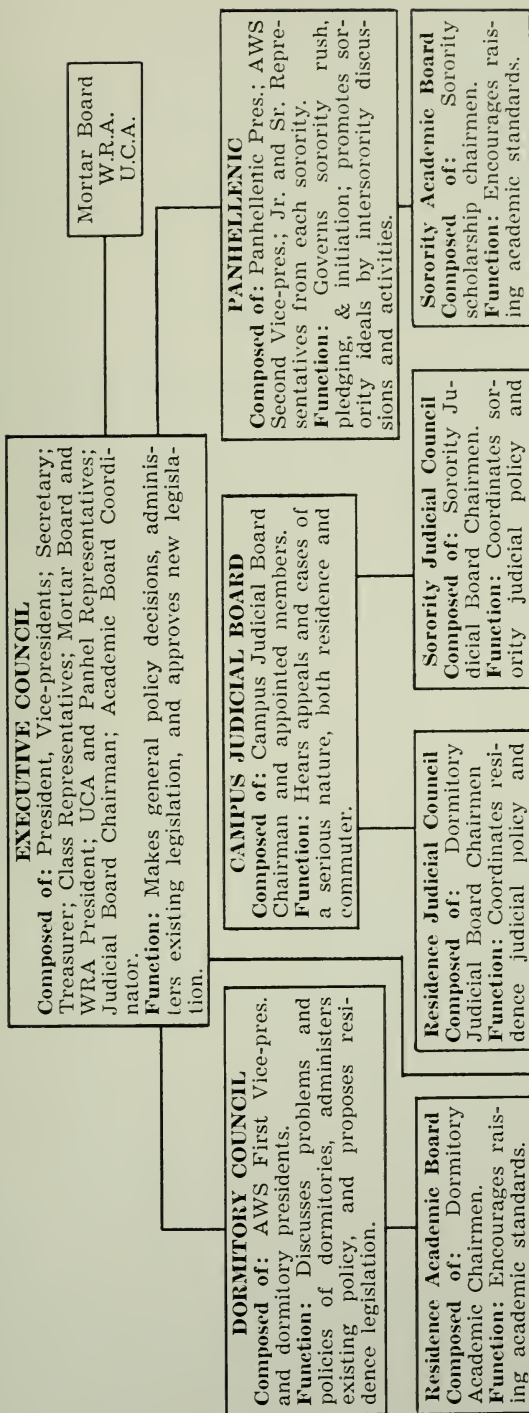
On the residence hall level, the executive council is selected by the girls in each dormitory. As officers, some of these girls become members of an AWS Council or Board, and they can give you more information about AWS work.

The opportunities for serving the campus through AWS are limitless. There is always a place for the girl who is enthusiastic and willing to work.





# AWS ORGANIZATION



- AWS COMMITTEES**
- Constitution:** Revises AWS Constitution; carries out procedures for amendments.
  - Cultural:** Stimulates and coordinates cultural events in residences and on campus.
  - Elections:** Organizes and executes AWS elections, both special and regular.
  - IAWS Liaison:** Informs the campus of national AWS activities and reports our work to IAWS.
  - Information Please:** Compiles handbook explaining AWS organization, activities and work.
  - Installation Banquet:** Plans spring banquet for installation of new AWS officers.
  - Publicity:** Publishes newsletter and provides posters and **Diamondback** publicity for all AWS projects.
  - Social and Activities:** Organizes social functions of AWS and coordinates residence social program.
  - Leadership Workshop:** Panhellenic and AWS together discuss goals, philosophy and program.

# SPECIAL EVENTS

The programs of AWS are numerous and varied. They offer many opportunities for leadership, participation, and enjoyment. If you are interested in working on any program, please contact the chairman.

## **DORM AND DAYDODGER BIG SISTER PROGRAM**

All incoming freshmen women and transfer students, whether dorm residents or commuters, receive assistance and information from a specially assigned upperclassman. These students introduce and explain the problems, privileges, and opportunities, both academic and social, which are associated with a large university. During Registration Week and Orientation Week, a Big-Little Sister dinner and coke date with speakers and a fashion show are scheduled.

Chairmen: Dotty Pritchett, Dormitory Program  
Karen Tulin, Daydodger Program

## **BRIDAL FAIR**

In the spring, when thoughts are filled with engagements and June weddings, AWS, in conjunction with nationally known companies, presents displays of household and personal items such as trousseau fashions, china, crystal, silver and kitchen ware. In addition to furnishing ideas for the bride-to-be, there are many suggestions for gifts. The main event of the evening last year was a fashion show and drawing for door prizes, including a wedding gown, a wedding cake, and an oil portrait.

Chairman: Joan Weaver

## **ORPHANS' PARTY**

Each year in the spring AWS, together with Panhellenic Council, the sororities, and dormitories, treats one of the area's orphanages to a party with refreshments, entertainment, and pretend big-sisters. The party is held on campus and various individuals volunteer to perform for the children. Last year's party, with a circus theme, was a tremendous success.

Chairman: Betty Jiles

## **CHRISTMAS PROGRAM**

The Christmas Program is an annual event sponsored by AWS and SAE fraternity. Choral arrangements are sung by the Men's Glee Club and Women's Chorus under direction of Mr. Paul Traver. After scripture readings and community singing, the congregation divides into caroling groups which later meet in a dormitory, sorority, or fraternity for hot chocolate and cookies.

Chairman: To be appointed

## **AWS RECEPTION FOR HEAD RESIDENTS**

To honor the new and recognize the old head residents of the men's and women's dorms, fraternities, and sororities, a reception is held every fall in the Student Union. The head resident, accompanied by the president of the dorm or sorority, meets the Deans of Women and the new AWS Executive Council.

Chairman: Pat Edwards

## **Orphans' Party—1963**





## HONORARIES

Girls who have made outstanding contributions in some phase of University life may be tapped for membership in Alpha Lambda Delta, Diadem, Diamond, Mortar Board, Phi Kappa Phi, or Who's Who. All of these honoraries with the exception of Phi Kappa Phi and Who's Who are solely for women. They provide incentive for outstanding performance in scholarship, service, and leadership on the Maryland campus.

### **ALPHA LAMBDA DELTA**

Twice a year, in fall and spring, this honorary initiates freshman women who have maintained high academic averages. In order to be eligible for membership, a girl must attain a 3.5 average during the first semester or a 3.5 overall average for her freshman year. Maryland's Adele H. Stamp chapter of Alpha Lambda Delta helps Phi Eta Sigma, the men's scholarship honorary, to sponsor a tutoring service for all freshman students, as well as a lecture series each year. These services have as their goal the expansion of the cultural and intellectual atmosphere at the University.



## **DIADEM**

Diadem was established at the University of Maryland in 1961 to honor incoming junior women for outstanding achievement in leadership and service. Sophomore women are tapped in the spring before their junior year at the AWS Diadem Convocation. Besides sponsoring this convocation, at which all outstanding women on campus are honored, Diadem members also usher at school events and lead tour groups which visit the campus. The motto of this honorary is "To lead and follow with wisdom and understanding."

## **DIAMOND**

Sorority women who have made outstanding contributions to the campus and to their individual chapters are given recognition for their achievements by membership in Diamond. Tapping is held twice each year at Harmony Hall and at the Interfraternity Sing. Each sorority may have a total of three girls in Diamond, who may be either juniors or seniors. Members serve as hostesses at various campus events.

## **MORTAR BOARD**

Membership in Mortar Board is the highest honor that can be attained by a Maryland coed. The national honorary, which was established at the University in 1934, recognizes senior women who have excelled in leadership, scholarship, character, and service. Mortar Board sponsors the Mum Sale at Homecoming, entertains freshman women with a 3.0 average at a "Smarty Party," and sponsors a "Last Lecture" series annually.

## **PHI KAPPA PHI**

Phi Kappa Phi recognizes superior scholarship among seniors in the top 10% of their class. Its members, both men and women are dedicated to the maintenance of unity and democracy in education. A scholarship is presented by Phi Kappa Phi each year to the graduating senior with the highest academic average.

## **WHO'S WHO**

The selection committee of Who's Who, which is made up of a group of student leaders and faculty members, can pick a maximum of thirty-six students for membership in this nationwide group. Graduating seniors are selected for excellence in publications, religion, drama, speech, activities, and athletics. Who's Who Among Students in American Colleges and Universities sponsors a placement service for those it honors and also publishes a national bibliography of all the selected students.

# LOOKING AROUND

It takes a brave coed to strike out and explore her vast new "home" when she arrives. Maryland is a big campus but it is easy to learn what it can offer you in cultural events and extracurricular activities.

A tour of the Student Union reveals everything from art exhibits, to dances, classical films and guest speaker series. Its spacious, modern bowling alley and pool room entice sports fans. If you are more socially inclined, you can find a dance being held in the ballroom every other Friday night. Recent popular films provide entertainment Friday through Sunday nights.

Maryland has been hit by the hootenanny craze, and besides the impromptu gatherings to sing on the mall, you can find special hoots featuring guests such as Hedy West. You are always welcome to sing, strum along or just to sit and listen. On the more serious side, you can attend the performances of the National Symphony Orchestra which appears on campus each semester, or the musical recitals which are also open to the general student body.

If you like informal intellectual situations, the coffee hours held by several of the religious organizations are ideal. They give you a chance to express your feelings and listen to those of others too. Or maybe you'd rather



just sit and listen. The lecture series which the English Department sponsors is always stimulating and interesting.

The coming of spring brings four very special occasions—the class proms. The alternating strains of ballroom music and rock-and-roll are interrupted just long enough for the evening's climax—the crowning of the class queens.

The University Theater productions are always well publicized and worth attending. Whether you are an aspiring actress or a handy helper you are welcome to join this group which produces all the University plays. Acting on the stage, constructing the sets, making the costumes, and applying make-up are all part of the intricate world of the theater which the U. T. members are willing to introduce to you.

Students who have a flair for writing or a fascination for the field of journalism have come to the right place. Just about every type of publication from the Terrapin, our year book, to Calvert Review, our literary magazine can be found on campus. Staff openings are published in the **Diamondback**, the campus newspaper, but you don't have to wait for these announcements, because your help is always eagerly awaited.

Religious groups are quite active on campus. Besides their regular business meeting and seminars, they sponsor several campus-wide projects. Probably the most active organization on campus, the Student Government Association, has openings on its committees for students interested in helping to manage the political scene.

This is just a peek at several of the many, many activities and opportunities for you on our campus. With a campus the size of Maryland's, the school can and does offer an outlet for almost any interest you may have. Two words—look and listen—are the keys to any activity or event you wish to take advantage of. Look for poster, flyers, and advertisements in the paper, and listen to the people who are in a number of activities and to the general campus conversation about the coming events. Then, if you need further information, don't hesitate. Ask!

# SUGGESTED DRESS

## ATHLETIC EVENTS

Fall sports—sport suit, sheath, heels  
Spring sports—skirt and blouse, shirtwaist, flats

## CAMPUS WEAR

Skirts and blouses, sweaters, shirtwaists, knee-hi's, hose, sneakers, flats

## CULTURAL EVENTS

Suit, sheath, heels, gloves

## DANCES

Cocktail dress, dressy sheath, heels, gloves  
Junior and Senior proms: Long dresses are often worn

## FRATERNITY PARTIES

Rush—sheath, dressy shirtwaist, flats or heels  
Weekend parties—school clothes or specified

## RUSH

Suit, sheath, heels, or specified

## DINING HALLS

Monday-Friday  
Saturday Breakfast, Lunch  
Saturday Dinner  
Sunday Breakfast  
Sunday Dinner

Skirt and blouse, shirtwaist, flats  
Bermudas or slacks  
Skirt and blouse, flats  
Skirt and blouse, flats  
Dress or coordinated outfit, hose, heels

## STUDENT UNION

First and Second Floors  
Lower Level  
Monday-Friday

Skirt and blouse, flats

Saturday  
Sunday

Skirt and blouse before 3:00 p.m., slacks or bermudas after 3:00 p.m.  
Bermudas or slacks  
Buffet in cafeteria—dress, heels  
Snack Bar—skirt and blouse, flats  
Bermudas or slacks at any time

Bowling

## ADMINISTRATION BUILDINGS CLASSROOMS, LIBRARY RESIDENCE LOBBIES

Skirt and blouse  
Skirt and blouse  
Skirt and blouse



# HELPFUL HINTS

## FIRST AND FOREMOST—A STUDENT

The main reason for attending the University is to obtain an education. The quality of this education is up to the individual. There will be more freedom and more advanced assignments than in high school. There will be no one forcing you to study or checking up on you. The temptation to let things pile up is great—DON'T! If you keep up with daily and long-range assignments, you will find that you have plenty of time.

Become familiar with your university and especially with your college. Know its course offerings, its requirements, and don't depend on your advisor to do all your planning.

Help is offered in many places for those who are willing to look for it. Make appointments with your instructors, go to the Counseling Center, talk with your advisor and big sister, and, by all means, become familiar with the library.

## YOUR INFORMAL EDUCATION

Equally as important as your formal instruction is your chance to build your individuality and to form opinions. Perhaps at no other time in your life will you have so many opportunities to enjoy new experiences. Large as it may seem to you now, the University is really a compact community, made up of people from all over the world, which offers many cultural, social, and athletic events each week. Sure, you'll probably feel homesick at first, but don't pack up each weekend and run home with complaints that you don't feel you belong or that there is nothing to do. Give yourself and the University a chance to adjust to one another and, instead of feeling sorry for yourself, take advantage of your many opportunities at the University.

## OTHERS

The first and most important person that you meet will be your room mate. You probably will have some problems—everyone does. Respect her ideas, learn to compromise and everything may work itself out satisfactorily. In case of serious problems, see your head resident.

During your years at the University, you will have the opportunity to meet many varied and interesting people. Make sure to become acquainted with as many as you can. Because of the size of the University, you will find that you are no longer bound by cliques and conventions. Go ahead—talk to strangers and accept that blind date (if introduced by someone you know!)

In spite of the informal atmosphere here manners should not be neglected. Common courtesy and kindness will cover most situations. Remember to stand whenever a dean, housemother, or older woman enters the room. Avoid chewing gum in public, smoking while walking across the campus, and public displays of affection in the dining hall, on the Mall, and at parties.

# DINING HALL HOURS

## WEEKDAYS

Breakfast	6:30 AM—8:15 AM
Lunch	11:10 AM—1:10 PM
Dinner	4:30 PM—6:15 PM

## SATURDAY

Breakfast	7:30 AM—8:30 AM
Lunch	11:30 AM—1:00 PM
Dinner	4:30 PM—6:00 PM

## SUNDAY

Breakfast	8:30 AM—9:30 AM
Dinner	11:30 AM—1:20 PM

# AS A COMMUTER

As a commuter, you play an important part on the University of Maryland campus, and have your own University Commuter's Association. This is the only body which represents exclusively the commuters' point of view. The UCA President is a member of the SGA Cabinet and its highest elected woman officer is on the AWS Executive Council.

In addition to political representation, the UCA offers social, sports, and service programs. Socially, it offers commuters' dances, parties, and a place to meet other commuters in the Den in the Student Union. Intramural programs are set up for both men and women, including football, basketball, softball, swimming, and cross-country.

As for service activities, the most important is the car pool service. Through this commuters can find a ride to and from campus. Commuters who wish to offer transportation can locate others who need transportation. Also, car pools may be arranged. Watch for the car pool service during registration week.

A new program is now being formulated by AWS to bring commuters closer to the campus through association with a women's dorm. This proposed affiliation would give girls an honorary membership with a dorm and a chance to participate in parties, fireside chats, and service projects.

As a commuter, it is easy to feel a little withdrawn from campus affairs, but there is no reason to be. In addition to your own University Commuters' Association, you are welcome in all the usual campus activities. It's up to you to make the same effort to participate in Maryland affairs as you would if you lived right on the campus.

# OFFICIAL RULES

## PHILOSOPHY OF THE JUDICIAL PROGRAM

The women's judicial program operates on the basis of two underlying principles. These two principles apply whether disciplinary action is being administered by a judicial body or by a staff member residing in a housing unit or by the Dean of Women's Office.

The first principle is that the disciplinary action is aimed primarily at assisting the individual involved to realize her mistake and to help her to redirect her behavior and energies along acceptable lines. The second principle is that every effort is made to encourage students themselves to assume the responsibility for their own discipline and behavior. It is the aim of these principles to inform each woman student as to her responsibilities as a member of the University community.

## SIGNING IN AND SIGNING OUT

Signing in and out is a means to aid the head resident to know a student's whereabouts in case of an emergency, or in the case of persons desiring to contact a student.

This procedure is to be followed whenever you expect to be out of the residence after 8:00 P.M. Signing in and out must be done by YOU except in cases when you are out of your residence past 8:00 unexpectedly. In this case you should call the desk of your residence and have your head resident, graduate assistant, or the desk receptionist on duty sign out for you. Your residence clock is the OFFICIAL TIME and will be the only indicator of your return time to the dormitory.

The dormitory Judicial Board is responsible for penalizing students who make errors in signing in and signing out.

## TYPES OF SIGN-OUTS

### I. DAILY SIGN-OUTS

Name	Destination	With Whom	How	Departure Time	Expected Return	Return Time	Initial
Sue Jones	R.K.O. Keith's Washington, DC	S. Smith	car	8:15 PM	11:00 PM	10:50 PM	S.J.

### A. GENERAL REGULATIONS

1. The looseleaf notebook at the reception desk is to be used for **daily** signing in and out if you expect to return the same day.
2. This procedure is to be followed whenever you expect to be out of the residence past 8:00 P.M.
3. Your destination must be as specific as possible.
4. The first initial and the last name of the person with whom you are going should be indicated.

5. Your expected return indicates the time at which you expect to sign in. No penalty will be given for returning after your indicated "expected return" UNLESS you return to the residence after your curfew time.
6. Record the exact time of your return by the residence clock.
7. You must initial all sign-ins YOURSELF.
8. The latest time you may sign out or change your sign-out on the daily sign-out sheet is your usual closing hour.
9. Monday night is a closed night. Every girl must be in her residence at 10:00 P.M.
10. Dormitory students may not spend the night at sorority houses or other dorms Sunday through Thursday nights.

## II. SPECIAL TYPES OF DAILY SIGN-OUTS

- A. 12 O'CLOCK LATE LEAVES—These allow you to remain out of your residence after your usual closing hour, but not later than 12 midnight.
  1. These may be taken on Tuesday, Wednesday, Thursday, and Sunday nights.
  2. Late leaves are granted according to academic classification:

Academic standing	Late Leaves (per semester)	Overnights (per semester)
Freshmen: fewer than 28 credits	3	3
Sophomores: passed 28 to 55 credits	6	6
Juniors: passed 56 to 87 credits	9	9
Seniors: passed 88 credits or more	unlimited	unlimited

- B. EARLY MORNING LEAVES—The earliest time you can leave the residence is 6:00 A.M. If a special situation arises which necessitates your leaving before then, secure permission from your head resident the day before you plan to leave.
- C. SPECIAL LATE LEAVES—Special permission to return to the residence after your regular closing hours may be granted for the purpose of attending social, cultural, and sports events.
  1. GENERAL REGULATIONS: Arrangements for such leaves off campus must be made 48 hours in advance except in cases of real emergency. The permission must be granted by your head resident. You must present your ticket to your head resident before you go. If this is impossible, give her your ticket upon returning from the event. When you sign out for any special late leave, you should indicate your closing hour as your "expected return" and write "special late leave" above the "expected return" time.



## 2. TYPES OF SPECIAL LATE LEAVES

### ON CAMPUS—Social, cultural, and sports events

Daily—**Automatic** extension of closing hours will be granted to those attending special campus events such as the following: Aqualiners Water Show, Band and University Orchestra Concerts, Gymkana Show, Harmony Hall, Interfraternity Sing, Modern Dance Concerts, AWS Christmas Program, SGA cultural events, and basketball games.

After the function is over, you are given 20 minutes to return to your residence.

Weekends—Everyone will be granted 2 A.M. permissions the Saturday night of Homecoming.

Monday Nights—Special late leaves for a Monday night may only be granted by the Dean of Women with a recommendation from the head resident.

Requests for special late leaves not listed should be taken to AWS Dorm Council for general leaves or to Miss McCall for individual leaves two weeks in advance.

### OFF CAMPUS—cultural and social events

Daily—Special permission to attend cultural events such as those held at Constitution Hall, Lisner Auditorium, National Theater, and Arena Stage may be granted by the head resident.

Weekends—Everyone attending will be granted 2 A.M. permissions the night of the Sophomore Prom, the night of the Junior Prom, and the night of the Senior Ball.

### ON OR OFF CAMPUS—Organizational events

Special late leaves for organizations such as University Theater and the **Diamondback** must be cleared through the Dean of Women's Office. Request should be made at least one week in advance by the secretary or the head of the organization. A 2.0 minimum average for the previous semester is required.

## 3. ERRORS

### a. Serious Errors

- (1) Failure to sign in
- (2) Failure to sign out
- (3) Deliberate falsification of destination
- (4) Signing in or out for another resident student

### b. Common Errors

- (1) Incorrect use of A.M.'s and P.M.'s
- (2) Incorrect date
- (3) Failure to sign in or out in the correct book
- (4) Failure to sign in or out in the correct space
- (5) The use of dittos on sign-outs
- (6) Failure to initial sign-in sheet
- (7) Failure to put time under "expected return"

### III. OVERNIGHT SIGN-OUTS

An overnight leave is a leave allowing you to spend the night away from your residence and is based on the range of permission granted by your parents on the Parents' Authorization Form.

Companion, people to be visited, mode of travel	Destination	Departure		Expected Return		Return		Initials
						Date	Time	
M. Smith — Home bus	313 Lucky La. Balt., Md.	Date	Time	Date	Time	12/1	2:00 P.M.	SJ
		11/30	2:00 P.M.	12/1	9:00 P.M.			

#### A. GENERAL REGULATIONS

If you plan to be away from your residence overnight, sign out on your **card** at the reception desk. Indicate the necessary information and move your tab. As you face the book, move tab to the **left** when you go out, to the **right** when you return.

The latest time you may sign out for an overnight is 11:00 P.M. on Tuesday, Wednesday, Thursday, and Sunday nights if you are a sophomore, junior, or senior; and 10:30 P.M. if you are a freshman. On Friday and Saturday nights the latest sign-out time for an overnight is 12:00 midnight for all women students.

After leaving the dorm, you **MAY NOT CHANGE** your sign-out to an overnight by calling in unless your parents call to ask that you stay at home overnight.

Monday night is a closed night and everyone must be in her residence by 10:00 P.M. Overnights cannot be taken.

Weeknight overnights are granted according to academic classification as stated on a previous chart.

#### B. TYPES OF OVERNIGHTS

1. **DAILY OVERNIGHT**—An overnight taken on Tuesday, Wednesday, or Thursday nights is considered as one of your overnight leaves.
2. **WEEKEND OVERNIGHT**—All women students have unlimited weekend overnight leaves. The weekend includes Friday, Saturday, and Sunday nights.
3. **SPECIAL OVERNIGHT LEAVES**

Overnight leaves, such as choir trips, are cleared through the Dean of Women's Office and request should be made at least two weeks in advance.

All women have free overnights or late leaves on the night preceding a one-day holiday and the nights closing all vacation periods.

Dormitory residents visiting the sorority house for the weekend must sign out on their dormitory sign-out card. They must sign in at the sorority house in the overnight book. While at the sorority house, they must sign out on a daily sign-out sheet that is designated for guests. Upon leaving, the dormitory resident has the sorority head resident give her a form that states any errors that she has made. This form must be turned in to the dormitory head resident when the girl signs in.

## C. ERRORS ON OVERNIGHTS

1. Serious offenses:
  - a. Failure to sign in
  - b. Failure to sign out
  - c. Deliberate falsification of destination
  - d. Signing in or out for another resident student
2. Common Errors
  - a. Incorrect use of A.M.'s and P.M.'s
  - b. Failure to move tab
  - c. The use of dittos on sign-outs
  - d. Failure to initial the sign-in column of the card
  - e. Incorrect dates
  - f. Failure to put time under "expected return"
  - g. Failure to sign out on the correct card

## LATENESS

Being prompt in signing in is viewed as a part of an undergraduate woman's responsibilities. Promptness is not only a habit that should permeate all aspects of a student's life, but it is also a consideration offered by the resident woman to the head resident and others whose work includes the care of the desk and sign-in procedures.

Being late is viewed as a lack of responsibility of an individual in that it involves being unaware of time and/or distance. It also indicates a certain amount of carelessness on the part of the individual. Lateness causes concern on the part of the housemother in that she must call the parents of a student if that student has not appeared within thirty minutes after her curfew. Resident women are urged to call the desk of their residence if they have the slightest reason to doubt that they will be able to sign in by their curfew.

Ten emergency minutes are allotted each girl per semester. These are to be used **only in the case of emergency**. Judicial Board Chairmen, graduate assistants, and house directors keep a record of late minutes. Any lateness over these ten emergency late minutes will be viewed with concern and will require an appearance before the residence judicial board.

## QUIET HOURS

The women of the University are expected to behave at all times with consideration toward others. One area in which this consideration is particularly important is quietness within the living unit. The University recognizes the importance of a quiet atmosphere in relation to good study conditions. To help effect quiet conditions, the Judicial Board and Executive Government in the residence hall are asked to set certain standards and controls which will be helpful in maintaining and perpetuating an atmosphere of quietness.

Below is a basic policy regarding quiet hours that is followed within your resident unit.

## DEFINITION OF NOISE

1. Noise is the sound(s) heard outside of a room with the door and/or the window(s) closed. If in doubt as to just how much can be heard, it is suggested that students be educated to check themselves by closing the door to their room, and listening to sounds (music, etc.) from the hall.
2. Noise is a sound which can be heard by a girl in her room with her door closed. This may be noise from the hall, phone or another room.
3. Noise is not necessarily an occasional outburst such as a spatter of laughter or a solitary shout for someone. Noise is that disturbance in the quietness that is continuous and bothersome to anyone within the immediate area.

## WARNING SYSTEM

1. Any girl may issue a warning by informing her Judicial Board representative after having informed the offender.
2. Warnings are cumulative on a yearly basis.
3. The warning (in duplicate) must have the following information:
  - a) Name of offender
  - b) Name of reporter
  - c) Reason for warning
  - d) Time and place
4. A copy of the warning is given the offender by a Judicial Board representative. The second copy is placed in the Judicial Chairman's file.
5. Three warnings constitute an automatic penalty as prescribed by the Judicial Board. The fourth warning necessitates the offender's appearance before the residence Judicial Board.
6. The offender has, at all times, the right to appeal a warning or a penalty to her residence Judicial Board.

Quiet Hours are continuous except:

11:30 A.M. - 1:30 P.M. Monday through Friday

4:30 P.M. - 7:30 P.M. Monday through Friday

Saturday and Sunday quiet hours are somewhat relaxed in the afternoon.



# RESIDENCE HOURS

		MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
CURFEW HOURS	Freshmen	10 p.m.	10:30	10:30	10:30	1 a.m.	1 a.m.	10:30
	Sophomores	10 p.m.	11	11	11	1 a.m.	1 a.m.	11
	Juniors	10 p.m.	11:30	11:30	11:30	1 a.m.	1 a.m.	11:30
	Seniors	10 p.m.	12	12	12	1 a.m.	1 a.m.	12
MEN'S CALLING HOURS... DORMITORIES		12 noon to 9:45	12 noon to 10 p.m.		11 a.m. to 12:45 p.m.		9 a.m. to 10:20p.m.	
		2 days—2 p.m. to 10 p.m. 2 days—2 p.m. to dinner		12 noon to 12:45 a.m.		12 noon to 10 p.m.		
		none***	none***	none***	none***	4:30 to 7:30** p.m. or (12:45*)	1 p.m. to 7** p.m. or (12:45*)	2:30 p.m. to 7p.m.**
WOMEN'S CALLING HOURS IN FRATERNITIES								
WOMEN'S HOURS IN REC ROOMS OF MEN'S DORMS		7 p.m. — 8:30 p.m.				5 p.m. to 12 a.m.**	5 p.m. to 12 a.m.**	1 p.m. to 5 p.m.**

\* Officially Registered Parties Only.

\*\* Only When House Director or Faculty Resident Is Present

\*\*\* With Permission of House Director for Special Occasions if she is Present Between 4:30 and 9 p.m.

# HOUSE RULES \*

## FIRE DRILL REGULATIONS

Fire Drills are held once a month to insure familiarity with the procedure to follow in case of a real fire.

All girls must wear a long coat and street shoes, and must carry a towel for protection against smoke and flames (may be held over face).

The room windows must be shut, the lights on, and the door open. The fire drill proctors will check rooms. The girls leave the building silently, walking in a single file, and remain silent throughout the entire drill.

Each offense requires appearance before the residence Judicial Board. Common errors are:

- 1) Failure to appear
- 2) Failure to appear in proper attire
- 3) Misconduct during the drill.

## ROOM INSPECTION

Room inspection will be made once a week by your head resident or graduate assistant. For safety and health reasons these rules should be followed:

- 1) Food and dishes must not be taken from the Dining Hall.
- 2) Coke bottles should be rinsed and returned to the cases provided for this purpose.
- 3) The only electrical appliances allowed in rooms are fans, hair-dryers, electric clocks, radios, and phonographs.
- 4) Shades must be drawn after dark when lights are on.
- 5) Calling or talking from windows is prohibited.
- 6) Food must not be kept on window sills.
- 7) Food kept in rooms must be kept in metal containers with tight covers.
- 8) Only coffee, tea, or soup may be prepared in dorm kitchens, except in the event of a dorm party.
- 9) Except for dorm party food, only milk, juice, or fruit may be kept in dorm refrigerators, and these articles must be plainly labelled with the name of the owner.
- 10) NO hot plates, coils, irons, or sunlamps are permitted in the rooms for they are fire hazards.

## SUN-BATHING

Sun-bathing is allowed only in those areas so specified by the Dean of Womens' Office. You will be notified in the spring as to specific locations.

Sun-bathing is not permitted on sorority property except in enclosed areas which have been approved by the Panhellenic advisor. It is not permissible to sun-bathe on porches overlooking town streets.

## **RECEPTION LOBBIES**

Reception lobbies may be used for studying after closing hours with the head resident's consent.

## **RESIDENCE DOORS**

All doors except the front door must be kept locked after dark or no later than 8 p.m. They will remain locked until 8:00 a.m., the earliest one can enter the residence, and may not be used until this time.

## **TELEPHONES**

There are limited numbers of telephone lines available for incoming calls to the University, so limit your calls to three minutes, especially between the hours of 8 and 11 p.m. Off-campus calls are processed until 10:30 p.m., except on Monday nights when they will only be accepted until 10:00 p.m. You may make and receive calls on campus from 8 a.m. to 11 p.m. on the hall phones. In case of an emergency which would require the use of these phones at other times than these hours, see your head resident or graduate assistant. All outside calls must be made on pay phones.

## **PETS**

Pets of any sort are not allowed in the residence.

## **RESIDENCE HALL PERSONNEL**

As a member of the Dean of Women's staff, the Head Resident has responsibility for the welfare of all women students living in her residence hall. She is the official hostess for the hall, the house manager, the advisor to hall student government, and a counselor to the students in the hall. The staff in each hall is supplemented by either an Assistant Head Resident or Graduate Assistants who aid and assist the Head Resident. The residence hall staff is available to all students with problems or who need assistance in planning and carrying out programs and activities in the residence.

\* Safety, security, and maintenance regulations which AWS helps to enforce.

# **GUESTS**

## **OVERNIGHT GUESTS:**

A friend may spend the night in your residence on Friday and Saturday nights if your head resident agrees and if there is room for her. Because of similarities of interests and limited accommodations, these overnight guests should be of college age (i.e. no younger than sixteen). There are no guest rooms in the residences for parents or other adults and adults may not stay in student's rooms during the regular session. Guests must be registered 24 hours in advance with the head resident. Show your guest how to sign in and out and acquaint her with the residence customs. You are responsible for her and her infractions.

## **VISITORS TO WOMEN'S RESIDENCES:**

If a girl comes to visit you for the evening, i.e. not overnight, she must leave the residence by the following times:

Monday	9:45 p.m.
Tues. - Thurs. & Sun.	11:30 p.m.
Friday and Saturday	12:45 a.m.

She should sign in the guest book at the desk when she comes.

## **VISITING MEN'S RESIDENCES:**

Women may visit men's residences only when attending registered, chaperoned social functions or during calling hours, as follows:

Mon. through Thurs.	7-8:30 p.m.
Friday & Saturday	5-12:00 p.m.
Sunday	1-5:00 p.m.

Coeds may visit only in the ground floor lounges and lobbies which are chaperoned by men's residence hall staff. They must be accompanied by a male resident.

## **VISITING FRATERNITIES:**

Women may visit fraternities during house calling hours or those functions registered on the University Social Calendar, which is sent to all residences each week. The housemother or an approved chaperon must be present at all times that co-eds are in the fraternity house. Before a member may bring a co-ed into the fraternity house, he must obtain permission from the housemother. Parties on week nights may last until 8:30 p.m., weekends 12:45 a.m.





# GENERAL REGULATIONS

## **MOBS AND RIOTS \***

Any student who participates in a riot or is in the neighborhood of a crowd which is creating a disturbance or encourages a disturbance in any way is liable to be charged for damages and is subject to suspension.

## **ALCOHOLIC BEVERAGES \***

Possession or use of alcoholic beverages, including light wines or beer, is prohibited on the campus, in any residence, or in any fraternity or sorority house.

According to Maryland state law it is unlawful to sell or furnish any alcoholic beverages at any time to a minor (i.e.—a person under 21 years of age) either for his own use or for the use of any other person.

## **DRESS \***

Women students may wear Bermuda shorts or slacks on campus **except** in the following locations: classroom buildings, Student Union's first and second floors, Library, Chapel, Administration Buildings, residence lobbies and living rooms (except upon entering and leaving). Tailored bermudas or slacks may be worn in the dining hall for Saturday breakfast and lunch but not at other times. At Sunday dinner a dress or coordinated outfit with hose and heels or flats are worn. Please remember that short shorts, tereadors, bare feet are not appropriate on campus or in campus buildings.

## **ACADEMIC**

See handbook **General and Academic Regulations.**

\* Denotes a general University regulation which is enforced by AWS.

# DORMITORY PRESIDENTS

Anne Arundel	Catherine (Kay) Whelehan	7094
Caroline	Carolyn Buck	7297
Carroll	Demma Ziegler	7165
Centreville North	Charlotte Debuskey	7266
Centreville South	Leslie Parr	7275
Cumberland North	Ruth Rohrer	7176
Denton	Marie Outlaw	7503
Dorchester	Betty Jo Mullen	7057
Montgomery Center	Gail Korb	7159
Montgomery East	Bev Bierer	7239
Montgomery West	Carol Sullivan	7108
Queen Anne's	Dotty Pritchett	7258
St. Mary's	Verna Trinter	7025
Somerset	Betty Perna	7029
Wicomico	Florence Mason	7133
Worcester	Janet Willsie	7223

# SORORITY PRESIDENTS

Alpha Chi Omega	Barbara Williams	864-9893
Alpha Delta Pi	Tricia Smith	927-9864
Alpha Epsilon Phi	Lois Mazoh	927-9701
Alpha Gamma Delta	Karen Reynolds	864-9806
Alpha Omicron Pi	Maria Valencia	927-9709
Alpha Phi	Carole Anderson	864-5910
Alpha Xi Delta	Robin Trainor	277-9736
Delta Delta Delta	Janie Edwards	277-9868
Delta Gamma	Kay Dougherty	864-5880
Delta Phi Epsilon	Judy Goldberg	864-9693
Gamma Phi Beta	Maureen Watkins	927-9773
Kappa Alpha Theta	Jean Buckingham	927-7606
Kappa Delta	Carol Lee	927-9759
Kappa Kappa Gamma	Sandy Hughes	927-9886
Phi Sigma Sigma	Deena Chesler	927-9828
Pi Beta Phi	Sue Dayton	779-7345
Sigma Delta Tau	Linda Pollack	779-5671
Sigma Kappa	Emmy Lou Moke	927-9861



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